

TROY CIVIL SERVICE COMMISSION

Minutes of Meeting August 20, 2013

Present: Chairperson Rauh, Commissioners LaPosta and Conroy, Executive Secretary Matthews
Guest: Kristen Miaski, Director of Human Resources, Troy School District

The meeting was called to order to 9:02 A.M.

- 1) Following review by the Commission, a motion was made by Commissioner LaPosta to accept the minutes of the June 25, 2013 meeting. Seconded by Commissioner Conroy, all voted in favor, 3-0.
- 2) Consider a request by a Fire Captain candidate to withdraw veteran's credits previously used (tabled at 5/21/13 meeting). The Commission received a request from Fire Lieutenant Frank Shoemaker to void the use of veteran's credits for his original appointment to Firefighter in 2000. As the use of veteran's credits did not alter Lieutenant Shoemaker's appointment eligibility, the veteran's credits were deemed not to have been used. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all in favor 3-0, the request was approved.
- 3) Consider an MSD-222A to re-establish the position titled Plans Examiner (City). The City currently has two (2) Assistant Plans Examiners, and one of the incumbents has been acting in the capacity of Plans Examiner. To settle an issue of out-of-grade pay, the City seeks to re-establish the title of Plans Examiner. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor 3-0 to re-establish.
- 4) Discuss viability of Executive Secretary eligible list at the request of the School District. Kristen Miaski explained that several candidates declined due to salary or a wish to stay in their current positions. Several more candidates failed to complete the sample assignment designed to demonstrate the computer skills necessary to successfully perform the job's functions. The School District requested that the list be considered exhausted. The Commission noted that the candidates that did not complete the sample assignment did not formally decline the position. Secretary Matthews was asked to forward a letter to those candidates to attempt to determine if they still wished to be considered for appointment, and report the results. On a motion by Commissioner LaPosta to table, seconded by Commissioner Conroy, all voted in favor, 3-0.


Addition to Agenda:

- 5) Consider a request by the City of Troy to upgrade the title Computer Network Manager. The City requested the upgrade from a Grade 25 to Grade 26 as a result of difficulty in finding qualified candidates. The City made two (2) attempts over the last year to recruit candidates, and one of the drawbacks has been salary. The Commission agreed, and on a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.


The next meeting is scheduled for September 17, 2013, 9:00 A.M., Troy City Hall, 5th floor.

On a motion by Commissioner LaPosta, seconded by Chairperson Rauh, the meeting was adjourned at 9:21 A.M.

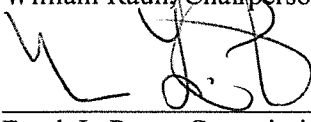
Respectfully submitted,



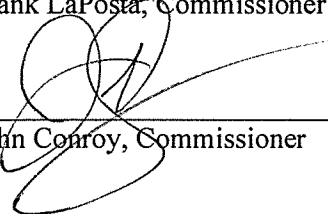
Nancy Matthews, Executive Secretary



William Rauh, Chairperson



Frank LaPosta, Commissioner



John Conroy, Commissioner